

United States District Court
Eastern District of New York
Office of the Clerk
www.nyed.uscourts.gov



Vacancy Announcement 08-11
June 19, 2008

Courtroom Deputy for a
U.S. Magistrate Judge
Federal Courthouse - 100 Federal Plaza, Central Islip, NY

Salary: Level CL 24, Step 1-CL 26, Step 25 (\$36,399-\$55,376)

*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the United States Courts.

Closing date for receipt of resumes: Friday, June 27, 2008

DUTIES AND RESPONSIBILITIES: The Magistrate Courtroom Deputy provides clerical and administrative support to a United States Magistrate Judge. Duties include: case management; docketing and scheduling; swearing in witnesses; coordinating court appearances with counsel, court interpreters and other court related agencies; prepares daily court calendar; records proceedings and rulings and takes calendar minutes for the Court; maintains control of the records of cases assigned to a U.S. Magistrate Judge, and performs other ministerial duties as required.

REQUIRED QUALIFICATIONS: To qualify for the starting salary, a undergraduate degree is required and two years of general experience plus one year of specialized experience. To qualify for the highest salary range, an applicant must have three years of specialized office experience requiring the regular and recurring application of clerical procedures. Specialized experience includes a demonstrated ability to apply a body of rules, regulations, directives or laws as might be found in a law, real estate or insurance office, or a Clerk's Office in a Federal, State or local court. Experience in a legal setting is highly desirable.

The incumbent must possess excellent computer, communication, organizational and interpersonal skills.

Applicants should submit two copies of a current resume detailing their education and work experience, with an accompanying cover letter identifying the knowledge, skill and abilities they possess in relation to the position.

Jeffery Howell, Human Resources Manager
U.S. District Court, Eastern District of New York
225 Cadman Plaza East
Brooklyn, New York 11201
Room 123S

THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF NEW YORK IS AN EQUAL OPPORTUNITY EMPLOYER.